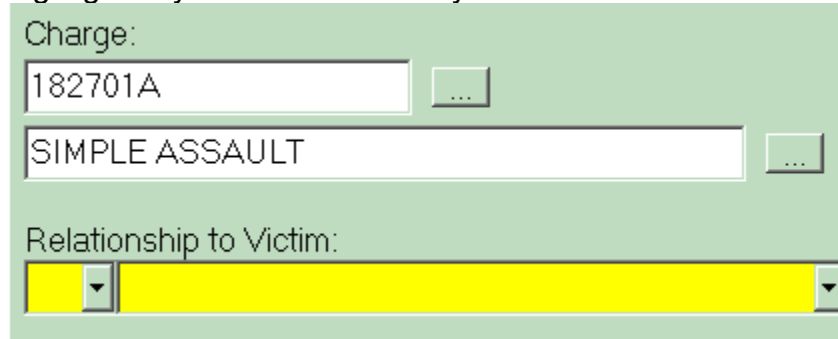


LIVE SCAN Quick Reference for Additional RTV field

1. Initiate Live Scan processing as via Dataworks Plus terminal as usual.
2. Capture fingerprints, palm prints and photographs as usual.
3. Enter all Demographic information as usual.
4. There will no longer be a Domestic Violence block to check
5. When you arrive at the charge field enter charges as usual.
 - a. You will notice two additional fields labeled Relationship To Victim (RTV). When you enter a charge that requires input on the RTV field they will be highlighted yellow. If box is not yellow continue as usual.

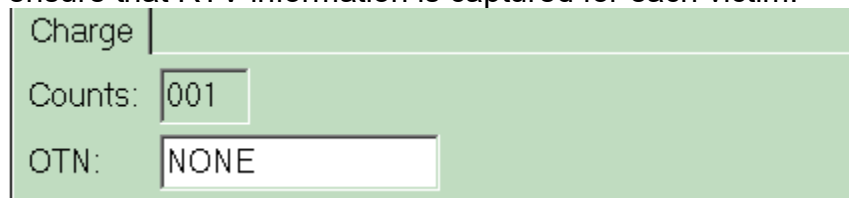


Charge:
182701A ...
SIMPLE ASSAULT ...
Relationship to Victim:
[Yellow highlighted dropdown menu]

- b. Select either drop down to enter the appropriate RTV code.
- c. If you try to move on without filling in RTV when required, the following box will appear.



- d. For charges requiring RTV information the counts will be locked at 1 to ensure that RTV information is captured for each victim.



Charge |
Counts: 001
OTN: NONE

6. Continue processing as usual and submit fingerprints electronically to PSP AFIS.
7. If you wish to print (Not Required by PSP AFIS) the blocks will not be aligned unless you use the new Pennsylvania State Police Arrest and Institution Fingerprint Card, SP 4-123 (01/2019). You can print on the old PSP Cards if you use that as a record of the print and it will contain all entered information but be misaligned with the preprinted blocks. (Do not contact Dataworks Plus for alignment issues while using the old cards)
8. Questions/corrections can be directed to the PSP AFIS room at 717-783-5515, FAX 717-772-3681, or EMAIL RA-PSPAFISSUPERVISOR@PA.GOV.

RTV Code	RTV Description
01	Current or former spouse of victim (can be same sex)
02	Parent/step-parent of victim
03	Guardian of victim Person who has legal authority over a child when parental rights have been removed or denied for any period.
04	Child in common (child must be born)
05	Person is cohabiting or has cohabited as spouse of victim (can be same sex)
06	Person is cohabiting or has cohabited as parent of victim
07	Person is cohabiting or has cohabited as guardian of victim Person that is cohabitating with individual who has be granted legal authority over a child when parental rights have been removed or denied for any period.
08	Person similarly situated to spouse (can be same sex) Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Code 01, i.e. common law marriage recognized in Pennsylvania before January 2, 2005 otherwise use 05.
09	Person similarly situated to parent of victim Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Codes 02 or 06, i.e. a babysitter having authority to make medical decisions for child.
10	Person similarly situated to guardian of victim Similarly situated is alike in all relevant ways for the purpose of a particular decision or issue and not being RTV Codes 03 or 07, i.e. a grandparent or other person having authority to make financial choices for child but not granted full guardianship.
50	Unknown relationship Victim and actor relationship to each other are completely unknown, this would be for cases where you do not have complete victim information, and/or the victim is unable to communicate their relationship to the actor and you cannot determine the relationship through other means.
51	Relationship to Victim known but not listed If the relationship is not RTV codes 01-10 but the victim is able to communicate their relationship to the victim or it can be determined by other means. This would include but not be limited to all acquaintances, coworkers, otherwise known, or even persons that the victim just encountered during the incident but has had no previous relationships as listed in RTV codes 01-10.

Manual Ink Fingerprint Quick Reference for Additional RTV field

1. Initiate Manual fingerprinting as usual, you can continue to use the old PSP FP Cards until new stock is available.
2. No need to fill out the Domestic Violence Block as it will be calculated upon submission to the Central Repository.
3. Fill out all available information.
4. When you get to the CHARGE section on the back of the card there may be additional information required.
 - a. You fill in the charge field as CHARGE/CITATION/COUNT/RTV (Relationship To Victim).
 - b. You only need Relationship To Victim (RTV) for those charges that currently have a Domestic Violence Flag in Criminal History, see attached list.
 - c. For charges requiring RTV information you will enter multiple counts on separate lines to ensure that RTV information is captured for each victim.
 - d. See attached table of RTV Codes
 - e. See below example of manual entry, it may be typed or handwritten.

CHARGE/CITATION/COUNT/RTV ((RELATIONSHIP TO VICTIM] - IF APPLICABLE)

CC 2701 A1 / SIMPLE ASSAULT / 1 / 01
CC 2701 A1 / SIMPLE ASSAULT / 1 / 02

- f. If RTV not required leave that field blank.
5. Submit completed cards as usual to the PSP Central Repository within 48 Hours.

List of Charges with Domestic Violence Flag in Criminal History

Section and Subsection	Section Name
182501	CRIMINAL HOMICIDE
182501A	CRIMINAL HOMICIDE
182502	MURDER
182502A	MURDER OF THE FIRST DEGREE
182502B	MURDER OF THE SECOND DEGREE
182502C	MURDER OF THE THIRD DEGREE
182503	VOLUNTARY MANSLAUGHTER
182503A	VOLUNTARY MANSLAUGHTER
182503A1	VOLUNTARY MANSLAUGHTER
182503A2	VOLUNTARY MANSLAUGHTER
182503B	VOLUNTARY MANSLAUGHTER
182603	CRIMINAL HOMICIDE OF UNBORN
182603A	CRIMHOMICIDE OF UNBORN CHILD
182604A1	MURDER OF UNBORN CHILD
182604B1	MURDER OF UNBORN CHILD
182604C1	MURDER OF UNBORN CHILD
182605A1	VOLUNTARY MANSLAUGHTER UNBORN
182605A2	VOLUNTARY MANSLAUGHTER UNBORN
182701	SIMPLE ASSAULT
182701A	SIMPLE ASSAULT
182701A1	SIMPLE ASSAULT
182701B1	SIMPLE ASSAULT
182701B2	SIMPLE ASSAULT
182702	AGGRAVATED ASSAULT
182702A	AGGRAVATED ASSAULT
182702A1	AGGRAVATED ASSAULT
182702A4	AGGRAVATED ASSAULT
182702A8	AGGRAVATED ASSAULT
182702A9	AGGRAVATED ASSAULT
182707	PROPULSION MSL OCP VEH OR RDWY
182707A	PROPULSION MSL OCP VEH OR RDWY
182709	HARASSMENT
182709A	HARASSMENT
182709A1	HARASSMENT
182709.1	STALKING
182709.1A1	STALKING
182709.1A2	STALKING

Section and Subsection	Section Name
182713	NEGLECT OF CARE-DEPENDENT PERS
182713.1A1I	ABUSE OF CARE-DEPENDENT PERSON
182713A2	NEGLECT OF CARE-DEPENDENT PERS
182718	STRANGULATION
182718A1	STRANGULATION
182718A2	STRANGULATION
182901	KIDNAPPING
182901a	KIDNAPPING
182901A.1	KIDNAPPING OF A MINOR
182903B	FALSE IMPRISONMENT OF MINOR
183121	RAPE
183121A1	RAPE
183121A2	RAPE
183121A3	RAPE
183121A4	RAPE
183121A5	RAPE
1831211	RAPE
1831212	RAPE
183121C	RAPE OF A CHILD
183121D	RAPE OF A CHILD SERIOUS INJURY
183123A1	INVOL DEV SEXUAL INTERCOURSE
183123A2	INVOL DEV SEXUAL INTERCOURSE
183123C	INVOL DEV SEXUAL INTERCOURSE
183125A1	AGGRAVATED INDECENT ASSAULT
183125A2	AGGRAVATED INDECENT ASSAULT
183125A3	AGGRAVATED INDECENT ASSAULT
183125A5	AGGRAVATED INDECENT ASSAULT
183125A7	AGGRAVATED INDECENT ASSAULT
183125B	AGGRAVATED INDECENT ASSAULT
183126	INDECENT ASSAULT
183126A	INDECENT ASSAULT
183126A2	INDECENT ASSAULT
183126A3	INDECENT ASSAULT
185503	DISORDERLY CONDUCT
185503A	DISORDERLY CONDUCT
185503A1	DISORDERLY CONDUCT
185503A4	DISORDERLY CONDUCT

